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FILE

22 May 1957

MEMORANDUM FOR: Chief, Machine Division

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SUBJECT: Justification for the Veritype and the
Justowriter Equipment

1. The projected use of this equipment is to systematize the report writing section of this division. This system will include the substantive analysts who produce photogrammetric and Photo Intelligence reports, the typing and editorial group who transform the texts of these reports into edited copy, and the graphics group, who illustrate the reports with the necessary pictures, maps, graphs, etc.

2. Because the staff of clerical and graphics production people is very limited and many of the functions performed are done by the same people who do the analyses, at present, we are taking much of our substantive effort to produce readily readable reports for the intelligence community.

3. It is estimated that the production capacity at present for this division is about 500 reports per year. These reports are in the form of alerts, briefs, memoranda, and detailed photographic interpretation reports, which run from one page to 50-100 pages each. In order to be easily assimilated by the intelligence community each of these reports becomes complex in its production phase due to the number of graphics, pictures, maps, etc. which must be included. The present set-up is far too ungainly to significantly increase the production capacity of reporting unless it is properly implemented by semi automatic machines, under the system's concept. Much valuable time is wasted in drafting free-hand letters, in composing, and in editing the material for these reports. It is proposed that the Justowriter could take care of all regular text materials in preparation for editing. The punch tapes then can be cut to reflect the editorial changes. The smooth master copies can then be typed out by the reproducer on Multilith plates, whereas the Veritype machine will give us the capacity of producing the different types necessary to express photogrammetric equations, bold type for titles and annotations, and special problems in composing on graphics.

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4. It is estimated that the staff of people now employed in the preparation of reports and in editing will be able to handle the production of reports without the analyst's contributing his time and effort to nonsubstantive work.

A. C. LUNDAHL
Chief, Photo Intelligence Division

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